

# Lexus Smitham

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## CORE SKILLS

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### Talent

Onboarding • Recruitment • Sourcing

### Operations

Benefits Administration • HRIS (Workday/BambooHR) • Payroll Coordination

### People Practices

L&D • Performance Management • Succession Planning

### Compliance

Employment Law • GDPR • Diversity & Inclusion • Workplace Investigations

## SUMMARY

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HR Manager with a track record building high-impact solutions and improving reliability.

## WORK EXPERIENCE

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### HR Manager — Volkman - Beatty (Apr 2014 - Jul 2015)

- Managed complex employee relations issues and maintained compliance with local employment law.
- Implemented a performance review program which improved engagement scores by 19 points.

### People Operations Manager — Jacobson LLC (May 2020 - Jun 2020)

- Implemented a performance review program which improved engagement scores by 9 points.
- Rolled out benefits and L&D programs that increased retention in key teams by 21%.
- Led recruitment for 178 roles across EMEA/US, reducing time-to-hire by 21%.
- Managed complex employee relations issues and maintained compliance with local employment law.

### HR Manager — Russel LLC (Feb 2023 - Present)

- Rolled out benefits and L&D programs that increased retention in key teams by 6%.
- Led recruitment for 18 roles across EMEA/US, reducing time-to-hire by 10%.

### HR Manager — Rutherford - Robel (Feb 2017 - Oct 2020)

- Rolled out benefits and L&D programs that increased retention in key teams by 10%.
- Managed complex employee relations issues and maintained compliance with local employment law.

### People Operations Manager — Zemlak, Hayes and Fay (Apr 2014 - Present)

- Managed complex employee relations issues and maintained compliance with local employment law.
- Implemented a performance review program which improved engagement scores by 6 points.
- Led recruitment for 32 roles across EMEA/US, reducing time-to-hire by 32%.
- Rolled out benefits and L&D programs that increased retention in key teams by 12%.

## CERTIFICATIONS

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- CIPD Level 5/
- SHRM-CP
- PHR